

## **BYLAWS**

### **BL1 Quorum**

BL1.1 A quorum of the Faculty Senate is a majority of the voting Faculty Senate members excluding vacancies.

### **BL2 Rules of Order**

BL2.1 Except where provisions of this Constitution or By-laws provide otherwise, the rules of order are *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

### **BL3 Vacancies**

BL3.1 Vacancies on the Executive Council are filled by nominations from the floor and election by secret ballot, majority vote, of the Faculty Senate voting members.

BL3.2 Vacancies in the Faculty Senate are filled by nominations of the Executive Council, with the opportunity for nominations from the floor, and election by secret ballot, majority vote, of the Faculty Senate voting members.

BL3.3 When there is only one nominee to fill a vacancy, the secret ballot may be dispensed with by unanimous consent of the voting members.

### **BL4 Representation Before the Board of Trustees**

BL4.1 When the President of the Senate is unable to represent the Faculty Senate at a meeting of the Board of Trustees, the President of the Senate must designate the President-elect or in absence of the President-elect, the President of the Senate must designate another Faculty Senate member in his/her place.

### **BL5 Voting Procedures in Faculty Senate Meetings**

BL5.1 Votes are ordinarily taken by asking for the “ayes” and “nays.”

- BL5.2 When the presiding officer, or any Faculty Senate voting member, requests a show of hands, the vote will be counted and recorded in the minutes.
- BL5.3 The presiding officer or any Faculty Senate voting member may request a roll call vote, and when the request has been seconded by two other Faculty Senate voting members, the vote of each Senator will be recorded in the minutes.
- BL5.4 The presiding officer or any voting Senator may request a secret ballot, which, when seconded by two other Senators, will be taken.
- BL5.5 When both a secret ballot and a roll call vote have been requested, the decision on the voting method to be used will be decided by a vote of the voting members present.

## **BL6 Removal from Office for Absenteeism**

- BL6.1 Upon a motion from the Executive Council and by majority vote, the Faculty Senate may expel a voting member for absenteeism and declare the seat vacant.
- BL6.2 Any Faculty Senate voting member who is absent from four consecutive Faculty Senate meetings, or with a high rate of absenteeism, is liable for expulsion.
- BL6.3 The President of the Faculty Senate must notify the member in advance of the Faculty Senate meeting where the Executive Council intends to move the expulsion of that member.

## **BL7 Committees, Councils, and Commissions**

The Committees, Councils, and Commissions in this Bylaw act under the authority of the Faculty Senate, report to the Faculty Senate, and are subject to review by the Faculty Senate. Minutes of Commissions, Councils, and Committees of the Faculty Senate shall be forwarded to the Senate. The Committees, Councils, and Commissions of the Senate are authorized to establish subordinate bodies in carrying out their duties and to perform such other duties as the Faculty Senate may direct. Faculty members on these Committees, Councils, and Commissions may be reappointed by the Faculty Senate and may serve for up to six consecutive years.

Chairs of Committees, Council and Commissions of the Faculty Senate shall be members of the faculty of Western Washington University, unless approved by motion of the Executive Council.

### **BL7.1 Appointments and Elections Officer**

The Appointments and Elections Officer sits on the Faculty Senate Executive Council. S/he serves a one-year renewable term and reports to the Executive Council. The Appointments and Elections Officer recruits Faculty to serve on all bodies which report to the Faculty Senate and oversees all referendums and elections, maintains the voting list with the Senate office, counts the ballots, and reports the results of elections to the Faculty Senate. The Appointments and Elections Officer may make interim appointments (less than 1 year) to Faculty Senate committees subject to review and approval of the Senate.

- BL7.1.1 At the first meeting of the Faculty Senate held after the May election, the President pro tem presides over the Faculty Senate for the purpose of installing newly elected Faculty Senate members and for the election of Faculty Senate officers and members of the Executive Council.
- BL7.1.2 At the installation of new Faculty Senate members, the President pro tem takes the roll call of all continuing voting Faculty Senate members and newly elected voting members. Upon completion of this roll, if a quorum is present, the chairperson declares the Faculty Senate in session.
- BL7.1.3 The President pro tem then proceeds to the election of officers of the Faculty Senate in the order of President-elect, Secretary, Appointments and Elections Officer, and one at-large Senator as member of the Executive Council, announcing the result after each ballot and continuing to ballot for each office before proceeding to the next until one person has a majority and is elected.
- BL7.1.4 The Appointments and Elections Officer shall review, annually and in a timely manner prior to elections, the distribution of Senate seats within and among the Colleges, in order to determine whether representation is on an approximately proportional basis. The faculty shall be informed of the proportional distribution. When it is determined to be necessary, the Appointments and Elections Officer shall recommend to the Faculty Senate changes in the distribution of representation on the Faculty Senate. However, each College shall have a minimum of one Senate Seat.

*\* Area Representation:* The thirty (30) Faculty Senate positions for the 2010-2012 Spring election were assigned as follows: **6 representatives from Natural and Physical Sciences** (Biology, Chemistry, Computer Science, Engineering Technology, Geology, Mathematics, Physics/Astronomy); **4 representatives from Social Sciences** (Anthropology, PEHR, Political Science, Psychology, Sociology, Communication Sciences and Disorders); **7 representatives from Humanities** (Communication, English, Modern and Classical Languages, History, Journalism, Liberal Studies, Philosophy); **3 representatives**

from the College of Fine and Performing Arts (Art, Design, Art History, Music, Dance and Theatre Arts); 3 representatives from the College of Business and Economics (Accounting, Economics, Finance/Marketing, Decision Sciences, Management); 1 representative from Fairhaven College; 1 representative from Huxley College (Department of Environmental Studies; Department of Environmental Sciences); 3 representatives from Woodring College of Education; and 1 representative from Wilson Library. The Senate voted to make the 30<sup>th</sup> seat the At-Large position for the Senate President

## **BL7.2 Faculty Legislative Representative [2/2011]**

The Faculty Senate shall maintain a Faculty Legislative Representative (FLR) and a Deputy Faculty Legislative Representative (DFLR). The FLR represents the Faculty of Western Washington University in relations with the Legislature and individual legislators. The FLR shall be guided by policies approved by the Faculty Senate upon recommendation from the Executive Council. The DFLR shall assist the FLR in his or her duties. The FLR will seek to coordinate legislative activities with those of Western's administration, the Council of Faculty Representatives, The Associated Students of Western, and the United Faculty of Western Washington. When possible, collaboration among the aforementioned is recommended.

The FLR, the DFLR, the past Legislative Representative (in the year immediately following his or her service) and the President-elect of the Faculty Senate shall constitute the delegation of the Faculty of Western Washington University to the Council of Faculty Representatives.

Every other spring, coinciding with the short session of the Washington State Legislature, the Faculty Senate will elect a new DFLR who will serve one year as DFLR, followed by two years as FLR, followed by one year as past FLR, for a total of four years served:

**Year 1:** *New Deputy assists incumbent FLR.*

**Year 2:** *Deputy becomes new FLR, assisted by previous FLR.*

**Year 3:** *FLR serves second year, assisted by newly elected Deputy*

**Year 4:** *FLR becomes past Legislative Representative, assisting the new FLR*

The FLR shall serve as a voting member of the Senate Executive Council during the two year term.

To carry out the responsibility of the position, the FLR will receive release time of 0.33 from the year's assigned course load, estimated by credits. When the results carries a remainder, release time will be calculated upwards. In negotiation with the FLR's department, the release time can be arranged and combined to provide more release when needed (e.g. complete course release Winter, no course release Fall). The department is advised to negotiate release from teaching and campus obligations during the Winter

Quarter of both sessions, and through Spring Quarter of the long session. The partial FTEF shall be returned to the FLR's unit.

The Provost shall arrange administrative support for the FLR. The FLR will regularly report to the Senate Executive and the Faculty Senate during the session. The DFLR is not compensated but is reimbursed when fulfilling the duties of the FLR (e.g. travel to attend a meeting).

### **BL7.3 Academic Coordinating Commission**

The purview of Academic Coordinating Commission comprises all aspects of policy relating to the academic enterprise of the University, including but not limited to:

- I. Curricular coherence
- II. Curricular administration
- III. Standards and requirements for admission, progress through the curriculum, and graduation
- IV. Oversight of curricular change

ACC approval of academic programs does not constitute approval for University funding. Budgetary requirements should be handled at the collegiate level before forwarding to ACC.

ACC publishes its policies on the Faculty Senate website and in its handbook. ACC oversight in no way impinges on those matters that are the purview of collective bargaining. ACC collaborates with the Office of the Registrar, the University Planning Council, Academic Advising, Student Life, and other units on campus in order to further its academic mission and the strategic plan of the University.

#### **BL7.3.1 Membership**

The membership of the ACC shall be as follows:

- a. Two faculty representatives from the College of Humanities and Social Sciences;
- b. One faculty representative from each of the following: the College of Sciences and Technology, Fairhaven College of Interdisciplinary Studies, the College of Business and Economics, Huxley College of the Environment, Woodring College of Education, and the College of Fine and Performing Arts;
- c. One representative from the Library faculty;
- d. One At-Large faculty representative;
- e. Two members of the Faculty Senate for one-year terms;
- f. The Associated Students Vice President for Academic Affairs (*ex officio*);

- g. Two additional students;
- h. The Provost/Vice President for Academic Affairs (ex officio);
- i. The Registrar (ex officio, non-voting); and
- j. The Catalog Coordinator (ex officio, non-voting).

Faculty members are appointed Spring Quarter and are seated at the last ACC meeting of Spring Quarter. ACC members in categories a, b, and c (above) are appointed for two-year terms by the Faculty Senate. The At-Large representative and two voting Faculty Senators are appointed by the Senate for two-year and one-year terms respectively. The student Vice President for Academic Affairs is elected by the Associated Students, and three additional students are appointed by the Associated Students' Board of Directors.

A chairperson and vice chairperson shall be appointed by and from the committee membership at the last meeting each Spring Quarter. A faculty member as chairperson will receive release time of 0.33 FTEF or equivalent as specified in the Faculty Contract to carry out the responsibilities of the office.

### **BL7.3.2 Executive Committee**

The Executive Committee of the ACC shall be made up of the chairperson, vice chairperson, the Associated Students Vice President for Academic Affairs, and the Provost. The Executive Committee is responsible for setting the meeting agendas, and is empowered to cancel meetings if there is not sufficient business or call extra meetings if they are necessary to complete business. The recorder also attends.

### **BL7.3.3 Meetings**

The ACC will meet fortnightly on Tuesdays at 4:00 p.m. Copies of the approved minutes of meetings shall be forwarded to the Faculty Senate for review as soon as possible.

### **BL7.3.4 Committees and Reportage**

The ACC shall maintain the following standing committees: Admissions Committee, the Committee on Undergraduate Education, the Council on University Programs, Graduate Council, Honors Board, and International Programs Advisory Committee. The memberships of these committees are approved by ACC, and membership requirements are published along with the charge in the ACC Handbook and on the Faculty Senate website.

Curricular Committees of the Colleges, including the Teacher Curriculum and Certification Council and the Western Libraries Curriculum Committee inform ACC of their memberships.

Standing Committees and College Curricular Committees shall forward their approved records of actions from their meetings to the ACC for review within three weeks. The ACC is empowered to create additional ad hoc or standing committees as necessary to effectively meet its charge.

#### **BL7.4 University Planning and Resources Council** *[December 2018]*

The University Planning and Resources Council (UPRC) shall be responsible to the Faculty Senate for the formation and review of policy and procedures in all aspects of University Planning and allocation of resources, with special emphasis on matters of concern to the faculty. The responsibilities of the UPRC shall include:

1. Assuring that the council is well-informed about issues regarding planning at the University, as well as its financial operations and financial status.
2. Regular review of the University Strategic Plan, either on the UPRC's own initiative, or as requested by the President, the Provost, or the Faculty Senate.
3. Recommendation of priorities to be used in preparing the University's biennial operating and capital budget request, in the allocation of appropriated resources, and in consideration of budget reductions.
4. Examination of resource implications for major changes in the academic program. From time to time the Council will review the adequacy of the resources devoted to existing programs.
5. Participation in the allocation of resources appropriated by the legislatures and review of how allocated resources are used at the University. It is not the role of the UPRC to attempt to direct or control the planning and budgetary process within the colleges and non-academic units, other than to provide broad general priorities.

##### **BL7.4.1 Membership of the UPRC shall be as follows:**

Voting members:

- Fourteen (14) faculty members to include:
  - One faculty representative from each of the following colleges/areas, appointed by the respective college's faculty governance committee: the College of Science and Engineering (Area A), College of Humanities and Social Sciences—Social Sciences (Area B), College of Humanities and Social Sciences—Humanities (Area C), the College of Fine and Performing Arts (Area D), the College of Business and Economics (Area E), Fairhaven College of Interdisciplinary Studies (Area F), Huxley College of the Environment (Area G), Woodring College of Education (Area H),

the Libraries (Area I), and the Graduate School. To ensure effective communication between the colleges and UPRC, each faculty representative will either be a standing member of their respective college governance committee or serve *ex officio* on their college governance committee;

- One at-large faculty apportioned by the Faculty Senate and appointed by the respective college's faculty governance committee;
  - The current chair of the Academic Coordinating Commission;
  - The Vice President and President-elect of the Faculty Senate; and
  - a Chair appointed by the Faculty Senate for a two-year term (1);
- An Associated Students Board of Directors member and two additional students appointed by the Associated Students Board of Directors annually;
  - One representative of the classified staff appointed annually;
  - One representative of the Professional Staff Organization appointed annually;
  - One at-large staff member, to be selected annually via a mechanism to be determined by the Faculty Senate

Advisory (non-voting) members:

- The Executive Director of University Planning and Budgeting;
- Each university vice president or a designated representative, *ex officio*, voting, including the Vice Presidents of 1) Academic Affairs, 2) Business and Financial Affairs, 3) Enrollment and Student Services, 4) University Advancement, and 5) University Relations and Marketing.

University Planning and Resources Council members are appointed Spring Quarter. The members of the Council will elect a vice chairperson each fall after the appointment and seating of new Council members.

The chair will receive released time of 0.33 FTEF release time, unless changed by the Faculty contract, from other duties to carry out the responsibilities of his/her office. The partial FTEF shall be returned to the UPRC chair's unit. The Provost shall arrange administrative support for the UPRC.

#### **BL7.4.2 Executive Committee**

The Executive Committee of the UPRC shall be made up of the chairperson, vice chairperson, the Associated Students Vice President for Academic Affairs, the Director of the Budget Office, and the Provost or designated representative. At the discretion of the Chair, meetings may take place on



alternate Wednesdays at 4 p.m. or may be conducted via email. The Executive Committee is responsible for setting the meeting agendas and is empowered to cancel meetings if there is not sufficient business or call extra meetings if they are necessary to complete business. The Shared Governance Operations Manager also attends.

### **BL7.4.3 Meetings**

The UPRC shall meet on a biweekly basis on Wednesdays at 4:00 p.m. during the academic year and more often if the committee chair and Executive Committee deem it to be necessary. Copies of the approved minutes of meetings shall be forwarded to the Faculty Senate for approval and to college governance committees for discussion as soon as possible.

### **BL7.4.4 Committees and Reportage**

The UPRC shall maintain the Academic Technology Committee and the Senate Library Committee as standing committees and is empowered to create standing or ad hoc committees as necessary to effectively meet its charge. The charges and memberships of all UPRC committees are approved by the UPRC and reported to and confirmed by the Faculty Senate, and all members, membership requirements, and charges are published on the Faculty Senate website.

Any committees of the UPRC shall forward minutes with records of actions from their meetings to the UPRC as soon as possible following approval. UPRC minutes shall include a record of action items originating in UPRC committees and the acceptance of all UPRC committee minutes.

### **BL7.5 Senate Library Committee**

The Senate Library Committee's (SLC) role is to help the library support the University's mission. To do so, the SLC will:

- 1) provide advice and recommendations to the Dean of the Libraries and
- 2) serve as liaison between the faculty and Dean of Libraries.

Specifically, the committee shall:

- Review documents provided by the Dean of Libraries
- Provide advice on current and future policies and procedures relating to the library's collections, services, facilities and budget
- Introduce the Dean of Libraries to the opinions and sentiments of the faculty at large

- Assist, by way of recommendations, the development of library collections to improve levels of information literacy and research for faculty, students, and staff
- Encourage use of the library
- Meet regularly each quarter

### **BL7.5.1 Membership**

The membership of the Senate Library Committee shall be as follows:

- a. One library faculty member (2-yr term) nominated by the Library Faculty;
- b. One faculty representative from each of the College/Areas listed below, appointed by the respective college faculty governance body (2-year staggered terms) and confirmed by the Faculty Senate: *College of Humanities & Social Sciences; College of Science & Engineering; College of Business & Economics; College of Fine & Performing Arts; Huxley College of the Environment; Fairhaven College of Interdisciplinary Studies; Woodring College of Education.*
- c. Additional voting members appointed annually shall include: one Faculty Senator, not a member of the Library Faculty; and one student appointed by the AS Board.
- d. *Ex officio* members (non-voting) shall include: the Dean of the Libraries; and the Director of Academic Technology and User Services.
- e. A chairperson and vice chairperson shall be appointed by and from the membership at the first meeting Fall Quarter.

Minutes of the Senate Library Committee shall be forwarded to the Faculty Senate as soon as possible following approval by the Senate Library Committee.

### **BL7.6 The Academic Technology Committee**

In order to ensure that faculty are kept apprised of and have a forum through which to participate in the maintenance and enhancement of Western's use of and investment in technology impacting teaching, learning, and research, the Academic Technology Committee of the Faculty Senate:

1. Seeks to maintain a holistic overview of the University's technology facilities and resources;
2. Facilitates and evaluates Western's investment in academic and information technology facilities and resources to help ensure that they effectively and efficiently serve the University's strategic activities and the academic requirements of students and faculty;
3. Reviews, assesses, and communicates the technology needs of faculty and recommends priorities;

4. Provides advice, guidance, and support to the Information Technology Services organization of the University and to other units considering investment in or the adequacy of technology resources impacting teaching, learning, and research;
5. Participates in the dissemination of technology and cybersecurity policy and best practices to the Faculty; and
6. Assists the Faculty Senate by evaluating and advising on the impact of technological resources that are integral to items discussed and/or acted upon by the Senate and its standing committees.

To fulfill this mission, the Committee:

- reviews and assesses the planning, policies, resource requirements, budget requests, and practices of the Information Technology Services organization;
- recommends strategic priorities to the Student Technology Fee Committee to aid in their review of proposals;
- shall be afforded the opportunity to advise and provide guidance on the acquisition and introduction of new and advanced technologies to assure effective use of technology and improved access to information resources; and
- must be informed about technology purchasing initiatives with potential to have broad impact upon teaching, learning, research, academic advising, or faculty review prior to resource acquisition and contract negotiation.

#### **BL7.6.1 Membership.**

The membership of the Academic Technology Committee shall be as follows:

Voting members:

- a) One faculty representative of and from each of the following colleges/areas, appointed by the respective college's faculty governance committee: College of Humanities and Social Sciences—Social Sciences (Area B), College of Humanities and Social Sciences—Humanities (Area C), the College of Fine and Performing Arts (Area D), the College of Business and Economics (Area E), Fairhaven College of Interdisciplinary Studies (Area F), Huxley College of the Environment (Area G), Woodring College of Education (Area H), and the Libraries (Area I);
- b) Two faculty representatives of and from the College of Science and Engineering (Area A), appointed by the college's faculty governance committee;
- c) A representative of Extended Education;
- d) One Faculty Senate member or designated representative, appointed by the Senate for a one-year term;
- e) Two student representatives, appointed by the Associated Students Board of Directors for one-year terms;

Advisory members:

- f) The Vice Provost for Information Technology and Chief Information Officer;
- g) The Director of Academic Technology and User Services;
- h) The Assistant Director of Teaching, Learning, and Technology;
- i) A member of the Information Technology Professionals' Group;
- j) A representative of Enrollment and Student Services (ESS) who is generally familiar with and informed about technology purchasing initiatives considered by the division;
- k) A representative of Business and Financial Affairs (BFA) who is generally familiar with and informed about technology purchasing initiatives considered by the division.

ATC members are selected by the organizations they represent and appointments are ratified by the Faculty Senate. Unless otherwise specified, members serve renewable two-year terms, and appointments are staggered so that approximately half of the membership is appointed each year.

The committee shall have a Chairperson and a Vice Chairperson who are elected by the committee's membership from its faculty membership at the first committee meeting of each Fall Quarter. In the absence of a continuing Chairperson, it is the responsibility of the Vice Chairperson from the previous year to call the first meeting of the Fall Quarter.

#### **BL7.6.2 Executive Committee**

The Executive Committee of the ATC shall be made up of the Chairperson, Vice Chairperson, and the Vice Provost for Information Technology and Chief Information Officer. The Executive Committee is responsible for setting the agenda for meetings and is empowered to cancel meetings if there is not sufficient business.

#### **BL7.6.3 Meetings**

The ATC shall meet at least once per month during the academic year, and more often if the committee chair believes it to be necessary.

The minutes of all meetings shall be forwarded to the Faculty Senate for review as soon as possible following approval by the Academic Technology Committee.

#### **BL7.7 Senate Outreach and Continuing Education Committee**

The Senate Outreach and Continuing Education Committee's (SOCEC's) role is to help Outreach and Continuing Education support the University's mission, strategic goals, and values. To do so, the SOCEC will:

- 1) provide advice and recommendations to the Vice Provost of Outreach and Continuing Education and the Senate; and
- 2) serve as liaison between the faculty and the Vice Provost of Outreach and Continuing Education.

Specifically, the committee shall:

- Provide advice on current and future policies, procedures, and programs offered or considered by or through Outreach and Continuing Education to the Senate and relevant committees;
- Discuss ideas about Outreach and Continuing Education programs;
- Review and assess the activities and direction of Outreach and Continuing Education;
- Report annually during the winter term to the Senate and ACC the following:
  - the mission and budget of Outreach and Continuing Education;
  - programs run through Outreach and Continuing Education;
  - students served during the previous academic year, including summer term;
  - the number of undergraduate and graduate courses offered for credit during the previous academic year, broken up by program, site, mode of delivery, and type of faculty (NTT or T/TT);
  - other information requested by the Senate.

### **BL7.7.1 Membership**

The membership of the Senate Outreach and Continuing Education Committee shall be as follows:

- One representative appointed by the IEP or Language & Culture programs;
- One faculty member from every college, appointed by the respective college governance committee;
  - At least one faculty member should be engaged in teaching at an off-campus location through an Outreach and Continuing Education program. If needed, this may require appointing a faculty member in addition to the college representatives.
- One senator appointed by the Faculty Senate;
- One representative appointed by the United Faculty of Western Washington Executive Board;
- One representative appointed by the Associated Students;
- The Director of the Center for International Studies (*ex officio*; nonvoting);
- The Vice Provost of Outreach and Continuing Education or, in the Vice Provost's absence, a designee (advisory, nonvoting).

With the exception of appointments from the Associated Students and Senate, all appointments shall be for 2 years, with terms staggered so that half the members are appointed each year.

A faculty chairperson, who shall be appointed by and from the committee's voting members, will be responsible for the agenda.

The committee shall meet at least once/month during the academic year, and more often if the committee chair believes it to be necessary.

Minutes shall be forwarded to the Faculty Senate as soon as possible following approval by the Senate Outreach and Continuing Education Committee.

## **BL7.8 Senate Equity, Inclusion, and Diversity Council**

In order to facilitate faculty consideration of and guidance regarding policies and institutional practices that impact equity, inclusion, and diversity at Western Washington University, the Senate Equity, Inclusion, and Diversity Council:

- Assists the Faculty Senate be evaluating and advising on implications for campus equity, inclusion, and diversity of items discussed by, acted upon, or of particular relevance to the activities of the Senate and its standing committees;
- Works to identify, understand, and provide guidance upon institutional needs, opportunities, and challenges impacting the equity, inclusion, and diversity of the University, including assessing and making recommendations regarding the recruitment and retention of underrepresented faculty;
- Seeks to maintain an overview of university resources intended to further the goals of improving equity, inclusion, and diversity at Western, disseminates information about available resources to faculty, and makes recommendations regarding opportunities for improvement;
- Provides advice, guidance, and support to units considering changes likely to impact equity, inclusion, and diversity at Western and helps guide and shape policy and practices with the goal of promoting improvement in these areas; and
- Assesses progress toward strategic plan fulfillment in the areas of equity, inclusion, and diversity and recommends relevant strategic priorities; and
- Coordinates and communicates with the Social Justice and Equity Committee and other university committees engaged in related work.

### **BL7.8.1 Membership**

The membership of the Senate Equity, Inclusion, and Diversity Council shall be as follows:

Voting members:

- One faculty representative from each of the following colleges/areas, appointed by the respective college's faculty governance committee: the College of Science and Engineering (Area A), College of Humanities and Social Sciences—Social Sciences (Area B), College of Humanities and Social Sciences—Humanities (Area C), the College of Fine and Performing Arts (Area D), the College of Business and Economics (Area E), Fairhaven College of Interdisciplinary Studies (Area F), Huxley College of the Environment (Area G), Woodring College of Education (Area H), and the Libraries (Area I);
- One Faculty Senate member or designated representative, appointed by the Senate for a one-year term;
- One faculty representative of the Social Justice and Equity Committee, appointed annually by the SJEC;
- Three student representatives, including the Associated Students Vice President for Diversity or delegate and two students appointed by the Associated Students Board of Directors for one-year terms;
- One representative of the classified staff, appointed annually by the Public School Employees of Western Washington University;
- One representative of the professional staff, appointed annually by the Professional Staff Organization.

Advisory members:

- The Director of New Faculty Mentoring;
- The LGBTQ+ Director.

The faculty, students, and staff on the committee should ideally represent a broad range of experience and expertise in the areas of equity, inclusion, and diversity.

SEIDC members are selected by the organizations they represent, and appointments are ratified by the Faculty Senate. Unless otherwise specified, members serve renewable two-year terms, and appointments are staggered so that approximately half of the membership is appointed each year.

The committee shall have a Chairperson and a Vice Chairperson who are elected by the committee's membership from its faculty membership at the first committee meeting of each Fall Quarter. In the absence of a continuing Chairperson, it is the responsibility of the Vice Chairperson from the previous year to call the first meeting of the Fall Quarter.

## **BL7.8.2 Meetings**

The committee shall meet at least once per month and three times per quarter during the academic year, and more often if the committee chair believes it to be necessary.

Minutes of all meetings shall be forwarded to the Faculty Senate for review as soon as possible following approval by the Senate Equity, Inclusion, and Diversity Council.

### **BL7.8.3 Committees and Reportage**

The SEIDC is empowered to create standing or ad hoc committees as necessary to effectively meet its charge. The charges and memberships of all SEIDC committees are approved by the SEIDC and reported to and confirmed by the Faculty Senate, and all members, membership requirements, and charges are published on the Faculty Senate website.

Any committees of the SEIDC shall forward minutes with records of actions from their meetings to the SEIDC for review as soon as possible following approval. SEIDC minutes shall include a record of action items originating in SEIDC committees and the acceptance of all SEIDC committee minutes.

### **BL8 Publication of Senate Agenda and Minutes**

BL8.1 The agenda for any meeting of the Faculty Senate shall be posted on the Faculty Senate website and delivered by email at least four days prior to the meeting.

BL8.2 An abstract of the meeting of the Faculty Senate shall be posted on the Faculty Senate website and delivered to the faculty and administration through an email and by publication in Western News Today soon as possible after the meeting.

BL8.3 The Faculty Senate shall maintain in its files and archives, official minutes of all meetings.

### **BL9 Released Time for the President of the Faculty Senate**

BL9.1 The President of the Faculty Senate shall receive .5 FTEF released time from other duties to carry out the responsibilities of his/her office as specified in the Faculty Contract. The release time shall be returned to the Faculty Senate President's academic unit. The University shall provide administrative assistance to the Senate President and the Executive Council.

### **BL10 Meetings**



- BL10.1 Regular meetings of the Faculty Senate will be scheduled on alternate Mondays beginning on Monday of the first full week of each quarter. Scheduled meetings other than the first meeting of each month may be canceled only if, in the judgment of the Executive Council, there is insufficient business to require a meeting of the Faculty Senate.
- BL10.2 Minutes of Commissions, Councils, and Committees of the Senate shall be forwarded promptly to the Senate. A motion passed by a Commission, Council, or Committee of the Senate shall have the implied consent of the Senate unless rejected by a 3/5 vote within two regular meetings of the Senate. The Senate may vote by a majority to extend the time for review to the next regular meeting of the Senate or to a special meeting of the Senate.
- BL10.3 The Senate will consider requests for appointments to any standing committee, council, or commission other than those established in the Constitution and Bylaws of the faculty only when the requests are accompanied by at least as many names of nominees willing to serve as the number of positions to be filled.

## **BL11 Agenda**

- BL11.1 The agenda for each meeting is determined by the Executive Council, provided that at each regular meeting of the Faculty Senate early on the agenda there will appear: (a) Items from the President of the University, and (b) Items from the Provost/Vice President for Academic Affairs of the University. Informational items and items of request for Faculty Senate action directed to the Faculty Senate from the President and/or Provost/Vice President for Academic Affairs of the University will normally be in writing, but these officers of the University may appear in person to present their views. The Executive Council, or the Faculty Senate, may request the President, the Provost/Vice President for Academic Affairs, or other University administrators to attend a meeting to give information on, or present views on, some particular matter which shall be stated in writing as part of the request.
- BL11.2 Items from the Associated Students of Western Washington University will be placed on the agenda of the Faculty Senate and other items such as from the Faculty Legislative Representative and the President of United Faculty of Western Washington may also be placed on the Senate agenda at the discretion of the Executive Council, providing, however, that notice of rejection of any such request shall be given by the Executive Council to the Senate at the beginning of the next regular meeting.

## **BL12 Senate Elections**

- BL12.1 *Representation.* The Faculty Senate is maintained as a representative body, and constituencies are responsible for electing their representatives.
- BL12.2 *Procedures and timeline.* Each year, a proposed election calendar and college constituency distribution report will be presented by the Appointments and Elections Officer to the Faculty Senate by the end of Winter quarter and approved by the voting membership of the Faculty Senate. The calendar will lay out a timeline for communication with college governance bodies regarding constituency distributions, seats to be filled, and other associated deadlines. The annual election calendar will specify the deadline by which each constituency is expected to convey the name(s) of its elected representative(s) to the respective college governance body for certification and the date by which each college governance body must certify and convey the name(s) of elected representatives to the Faculty Senate for ratification.
- BL 12.3 *Term lengths.* Each Faculty Senate position will be for a term of two years or until the installation of new area representatives. Senate terms are staggered to ensure that approximately one-half of the Faculty Senate will be elected each year.

#### **BL12.4 Constituencies and Area Representation**

- BL12.4.1 *Constituencies.* Constituency groups will be determined in advance of elections via collaboration between the Faculty Senate and each college's respective faculty governance body. Each college, including the Libraries and Graduate School, is entitled to a minimum of one seat on the Faculty Senate. Aside from the Graduate School, to which one seat shall be allocated, the number of seats allocated to each college or area will be proportionally determined according to the number of faculty members in that college or area and set out in a report approved by the Faculty Senate and conveyed to each college.

For each college, three faculty metrics will be averaged to determine the number of proportionally allocated Senate seats. These metrics are number/percentage of voting-eligible faculty (faculty holding appointments of 0.5 FTEF or greater), number/percentage of tenure-line faculty, and number/percentage of total FTE. The annual college constituency distribution report will include recommended constituency groups consisting of single departments or blocks of departments from the same area. Department size, disciplinary relation, and geographic location on campus will be considerations in the Senate's recommendation of constituency groups.

Each area or college's respective faculty governance body may choose to accept or revise the distribution of constituency groups in advance of elections, provided that this is done in alignment with the number of allocated representative seats and in a manner that ensures that all faculty within the college are represented and afforded the opportunity to vote in the election of

their representative(s). Finalized constituency groups must be conveyed to the Faculty Senate prior to the nomination and election of representatives.

BL12.4.2 After constituency groups are finalized, the Faculty Senate Office will collaborate with the respective college faculty governance bodies to communicate vacancies and election deadlines to all faculty in each constituency group. Faculty members with a .5 FTEF (annual average) or greater appointment are eligible to be nominated to fill representative seats.

BL12.4.3 *Elections.* Each college faculty and/or constituency is entitled to determine the procedure that will be used to nominate and elect area representatives, provided that all voting-eligible faculty are afforded the opportunity to vote in the election of their respective representative(s).

BL12.4.4 Area elections are at the same time and in the same manner as elections for At-large Faculty Senate positions.

### **BL12.5 At-large Faculty Senate Positions**

BL12.5.1 The Faculty Senate President serves on an at-large basis. In assuming the Senate presidency, the Faculty Senate President typically vacates a representative seat, which is to be filled using the procedure outlined in Bylaw 12.4.

### **BL12.6 Certification and Ratification of Election Results**

BL12.6.1 Each college governance body will be asked to certify and convey to the Faculty Senate the results of all respective area representative elections by a specified date. The Faculty Senate reviews and ratifies a list of all elected representatives.

BL12.6.2 *Ineligibility.* Candidates nominated who do not meet the standards for Faculty Senate membership established in Article II of the Faculty Constitution will be declared ineligible by the Appointment and Elections Officer, and unless proof of eligibility can be established by the candidate, the college and represented constituency will be asked to elect a new representative by a specified date.

### **BL13 General Faculty Assembly**

BL13.1 *Definition.* A General Faculty Assembly is a public meeting of the Faculty of Western Washington University called for the purposes stated in the announcement of the meeting.

BL13.2 A General Faculty Assembly may be called by a resolution passed by the voting members of the Faculty Senate setting out the purposes, date, time, and place of the meeting. The Faculty Senate may also vote to call an

Assembly for some purpose and direct the Executive Council to set the date, time, and place of the meeting. An Assembly may also be called by petition signed by at least five per cent of the Faculty and setting out the purposes of the meeting and the date, time, and place, or directing the Faculty Senate to set the date, time, and place.

- BL13.3 *Voting at General Faculty Assembly.* Votes may be taken at the General Faculty Assembly and shall be reported to the Faculty Senate by the Faculty Senate President-elect, who presides over the Assembly. Such votes are advisory, except for affirmative votes calling for a Faculty Referendum. A vote calling for a Faculty Referendum shall require an affirmative vote of at least 10 per cent of the voting faculty, which shall be reported to the Faculty Senate and will set in motion a referendum vote of the voting members of the Faculty. In the case of a referendum vote taken pursuant to a vote of a General Faculty Assembly, the Faculty Senate shall determine the question or questions to be voted on and state the same on the ballot, along with other necessary information, prior to directing the Appointments and Elections Officer to prepare the ballot and poll the Faculty.
- BL13.4 When the Faculty Senate President-elect is unable to preside over a General Faculty Assembly, the President of the Faculty Senate shall designate another Senator other than the President to preside.

#### **BL14 Faculty Referendum**

- BL14.1 A faculty referendum is a matter submitted to all the voting members of the Faculty. In order for a referendum to pass the matter must receive a majority of all the votes cast in the election. Referendums are held as a result of a vote of the Faculty Senate or the vote of a General Faculty Assembly. The results of all referendums are reported by the Appointments and Elections Officer to the Faculty Senate, entered in the minutes at that point, and as soon as possible sent to the President of the University and the Board of Trustees. When a referendum results in a favorable vote on an issue of substance, the Faculty Senate is required to accept the Faculty position as binding and to take such action as is necessary and proper to carry out the decision of the Faculty.

#### **BL15 Summer Session**

- BL15.1 Normally the Faculty Senate will not meet between the end of spring term and the beginning of fall term because important policy decisions ordinarily are not made by the University in this period. The Executive Council is expected to meet regularly and to maintain communications with the University administration and the Board of Trustees during the summer. In the event

that something occurs during the summer period which falls within the purview of the Constitution or Bylaws, then:

- a. the Executive Council; or
- b. in the absence of a quorum of the Executive Council, the remaining members of the Executive Council; or
- c. in the absence of all members of the Executive Council, a voting Senator designated by the Executive Council, will call a meeting of the Faculty Senate. If a quorum of the Faculty Senate is not present at this meeting, the attending Senators constitute a Special Committee, which shall discuss and act on the matter, provided that on any matter of substance they will seek delay of university action until the matter is properly brought before a full meeting of the Faculty Senate.

## **BL16 Faculty Senate Members On Leave**

- BL16.1 A Faculty Senate voting member on leave and unable to attend Faculty Senate meetings for one academic term or less will, in a letter to the President of the Senate, declare his/her seat vacant for that academic term, and if possible seek another faculty member from his/her area to fill the vacancy. The member on leave will request the Faculty Senate to appoint a Faculty member to fill the seat during his/her absence.
- BL16.2 Faculty Senate voting members on leave and unable to attend Faculty Senate meetings for longer than one academic term must resign their seats, or the Senate may declare their seats vacant.